

NTK.365: #0012 – Set up “Out of Office” in Teams

NTK.365	#0012 – Teams
Title:	Teams: Out of Office set up in Teams, sync's with Outlook
Available:	May 15, 2021
Message:	<p>Set up an Out of Office status & message directly within the Teams app. to let everyone know when you are out or on vacation!</p> <p>When others send you a chat message, they will see you are unavailable and can view your Out of Office status from your profile card. Additionally, when you set your Out of Office status in Teams, it will automatically sync and send Out of Office replies via your Outlook email too.</p> <p>The link below provides directions on how to set up your Out of Office status and message in Teams.</p>
Additional Information:	<p>https://support.microsoft.com/en-us/office/schedule-an-out-of-office-status-in-teams-e3ce705a-cc43-4f7d-9418-0642ec5f6bd8#:~:text=Go%20to%20your%20profile%20picture,message%20in%20the%20text%20box.</p> <p>(Disclaimer: Links are provided as an additional learning resource; some of the information covered may not always apply or be available in the Government Community Cloud (GCC) environment.)</p>
Posted:	June 2, 2021